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Management Officer

4 December 1950

Assistant Director for Special Operations

Additional Personnel for the Intelligence  
Integration Division, OSO

1. It is contemplated that IID of OSO will be given the additional responsibility of maintaining an OSO reference library and a publication ordering and accounting system. It is therefore proposed that the Table of Organization of IID be increased by the addition of the following Personnel:

1 Librarian, GS-7  
1 Clerk, GS-4

2. Justification:

a. The Librarian, GS-7 will be required to implement the provisions of CIA Administrative Instruction [ ] dated 31 December 1947. This will include the procurement of periodicals and references for headquarters and overseas distribution, the accountability for publications, References Center Library Service, and circulation and loan facilities.

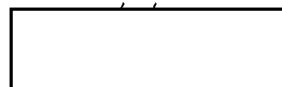
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(1) In addition, the incumbent will perform the yearly review of periodical subscriptions, order expendable and non-expendable books and texts, order maps and gazetteers from ORR Map Branch and the Army Map Service and screen orders for publications from OSO Staffs, and Foreign Divisions for unnecessary duplication.

(2) Additional functions of this employee will be to supervise an inventory and collation of existing non-expendable publications within OSO and to supervise the receipt, control, distribution, and delivery of all unclassified publications. With the central collation of encyclopedias and other reference books, a central reference room will be established in "L" Building under the supervision of this librarian.

b. The Clerk, GS-4 will be needed to assist the Librarian in the inventory of the present OSO holdings of publications, the implementation of CIA Administrative Instruction [ ] the maintenance of records for orders, requisitions, distribution, etc., and the administration of the reference room.

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